

STUDENT GUIDE

Programs of
the English-speaking World



**DIRECTION DES RELATIONS
INTERNATIONALES ET DE LA
FRANCOPHONIE**

Université Paul-Valéry Montpellier 3 - Direction des Relations Internationales et de la Francophonie (DRIF)

Programmes Anglophones, ISEP et BCI

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PROCEDURES CHECKLIST / LISTE DES PROCÉDURES

All these procedures are explained in detail in this Student Guide, please refer to it for further information.

Inscription administrative (IA)	<ul style="list-style-type: none"> <input type="checkbox"/> I have filled in the <i>dossier d'inscription</i> with: <ul style="list-style-type: none"> <input type="checkbox"/> 2 ID photographs <input type="checkbox"/> copy of passport <input type="checkbox"/> copy of visa (page with the stamp of date of entry in Europe) <input type="checkbox"/> OFII form (if applicable) <input type="checkbox"/> I have brought the <i>dossier d'inscription</i> to the bureau 02 (signed and dated) <input type="checkbox"/> I have activated my ENT account
Payments	<ul style="list-style-type: none"> <input type="checkbox"/> I have checked with my university who pays for the program and have paid it myself if applicable <input type="checkbox"/> I have paid the dorms to the bureau 02 for the Pre-session (if applicable)
Inscription pédagogique (IP)	<ul style="list-style-type: none"> <input type="checkbox"/> I have met with Dr Judith Misrahi-Barak regarding my list of courses <input type="checkbox"/> I have filled my <i>Fiche pédagogique</i> <input type="checkbox"/> I have brought my final <i>Fiche pédagogique</i> to the bureau 02 <input type="checkbox"/> I have signed my <i>Contrat pédagogique</i> confirming my courses registration <input type="checkbox"/> I have notified the bureau 02 of the dates and types of exams
Attestations de notes	<ul style="list-style-type: none"> <input type="checkbox"/> I have picked up my <i>attestations de notes</i> at the bureau 02 <input type="checkbox"/> I have given my professors the <i>attestation de note</i> (on the day of the final exam at the latest)
Dorm arrival and departure (Cité U.)	<ul style="list-style-type: none"> <input type="checkbox"/> I have made the arrival <i>état des lieux</i> <input type="checkbox"/> I have completed the dorms' dossier and given it back to the dorms' <i>secrétariat</i> <input type="checkbox"/> I have asked for a housing certificate <input type="checkbox"/> I have signed the contract and given it back to the dorms' <i>secrétariat</i> <input type="checkbox"/> I have made an appointment with the cleaning staff for the departure <i>état des lieux</i> <input type="checkbox"/> I have made the departure <i>état des lieux</i> <input type="checkbox"/> I have given my keys and <i>état des lieux</i> document to the dorms' <i>secretariat</i> during office hours
BNP Paribas Bank account opening (if applicable)	<ul style="list-style-type: none"> <input type="checkbox"/> I have gone to the bank to open my bank account with my passport <input type="checkbox"/> I have gone to the bank to get my debit card (after receiving my PIN code by post) <input type="checkbox"/> I have given my French bank account info (RIB) to the bureau 02 <input type="checkbox"/> I have made a deposit on my account of at least 10€
BNP Paribas housing insurance rescinding (if applicable)	<ul style="list-style-type: none"> <input type="checkbox"/> I have canceled my housing insurance by sending an email to the bank with: <input type="checkbox"/> I have my housing insurance contract number <input type="checkbox"/> I have the ending date of my housing accommodation <input type="checkbox"/> I have the <i>états des lieux de sortie</i> from the dorms' <i>Cité U.</i> (if applicable).
BNP Paribas account closing (if applicable)	<ul style="list-style-type: none"> <input type="checkbox"/> I have withdrawn all the money from my account <u>after</u> making sure no incoming or outgoing transactions were pending <input type="checkbox"/> I have asked the bank to close my account

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THE OFFICE/LE BUREAU

Université Paul-Valéry Montpellier 3 (UPVM)

DRIF (Direction des Relations Internationales et de la Francophonie)

Programs of the English-speaking World

Bâtiment Ionesco – Bureau 02, Tel. +33 4 67 14 21 03

Regarding the definition of the programs, **academic** matters and family homestays, please contact Dr Judith Misrahi-Barak.

Regarding **administrative** matters, please contact Madame Andrée Meyers and copy the admin assistant in every email

Regarding **other** matters, please contact the administrative assistant.

Contacts

Academic Coordinator of the Programs of the English-speaking World

Dr Judith MISRAHI-BARAK, Associate Professor English department – UFR 2

judith.misrahi-barak@univ-montp3.fr

Office hours: to be consulted in front of the Office

Administrative Coordinator of the Programs of the English-speaking World and Québec Agreements

Mme Andrée MEYERS

andree.meyers@univ-montp3.fr

OFFICE HOURS: September and January: Monday to Friday, from 9:00 am to 12:00 pm / 2:00 pm to 5:00 pm

The rest of the academic year: Monday to Friday, from 2:00 pm to 5:00 pm

Administrative assistant of the Programs of the English-speaking World and Québec Agreements

proganglo-bci-quebec@univ-montp3.fr

OFFICE HOURS: September and January: Monday to Thursday, from 9:00 am to 12:00 pm / 2:00 pm to 5:00 pm

The rest of the academic year: Monday to Thursday, from 2:00 pm to 5:00 pm

PLEASE MAKE SURE TO ATTEND ALL THE MEETINGS WE ORGANIZE FOR YOU, A LOT OF INFORMATION WILL BE PROVIDED.

Moreover, you will need to come several times to the office to pick up important forms, for instance, your *certificat de scolarité* and your student ID at the beginning of the semester. Thus, you need to check your emails as often as possible and abide by all the deadlines. If you are not receiving any emails from our office, there is a problem. Please check your spam box.

THE UNIVERSITY / L'UNIVERSITÉ

► COURSES

If you come as a Bilateral Fee -paying paying student (which includes students with director on site - MHC, UMN, UNC) or as an ISEP student, you can take integrated classes as well as RI courses .

→ **Integrated classes.** You must have a confirmed B1 level for undergrad classes (Licence) and B2 level for Graduate classes (Master)
The University Paul-Valéry Montpellier 3 offers courses in the Humanities, Arts, Languages and Social Studies. Different disciplines are represented within the different *UFR (Unité de Formation et de Recherche)*.

To help you visualize the different fields available in Paul-Valéry, please have a look at the list below:

UFR 1: Arts du Spectacle, Arts Plastiques, Lettres modernes, Humanités (Lettres classiques), Musicologie et Philosophie

UFR 2: Langues Étrangères Appliquées (LEA), Langues, Littératures et Civilisations Etrangères et Régionales (LLCER)

UFR 3: Géographie – aménagement, Histoire, Histoire de l'art, Archéologie, Biologie – écologie – environnement

UFR 4: Administration Economique et Sociale (AES), Sciences sociales

UFR 5: Psychologie, Sociologie, Ethnologie, Sciences Sanitaires et Sociales

UFR 6 : Mathématiques et Informatique Appliquées aux Sciences Humaines et Sociales (MIASHS), Sciences de l'éducation

ITIC: Sciences du langage, Information et Communication

Moreover, during your exchange period here in Montpellier, you will not be registered as any other French student but as an *étudiant pluridisciplinaire*. It means that you are not taking all the courses for a degree in a determined field, but that you can take classes from any department at Paul-Valéry.

You can also register for one or two classes at the **Université de Montpellier** (formerly Montpellier 1 and Montpellier 2, before they merged), but if this could be the case, you need to let Dr Judith Misrahi-Barak know by mid-June for the Fall semester and by mid-November for the Spring semester. You can take classes in Law, Administration, Health studies, Economics, Political Sciences, Sciences, Chemistry, Biology... You need an Advanced level in French to do that (B1 minimum). Since the university calendars are not the same, this is only possible for full-year students.

<http://www.umontpellier.fr/>

What you should know about integrated classes:

- A CM is a lecture, a TD is a seminar. If a course is composed of 2 or 3 parts (CM+TD; TD+TD; etc.), it is then mandatory to take every part of the course. In this case, you may have 2 or 3 classes but 1 code, and 1 grade on your transcript.
- 1 code = 1 grade
- Grades are on a scale of 0 to 20. Pass is 10.
- “ECTS” means European Credits Transfer System. Please note that European credits are not equivalent to your home University credits. You need to check with your home advisor what is required from you to be able to transfer your classes at home towards your Major or your Minor.



You always need to make sure with your home advisors that your home university will transfer the courses you have chosen. If you choose your classes on your own, your grades may not be transferred when you return home.

→ Translation Class (Thème/Version)

A translation course is offered within the English Department **to all native English-speaking students**. This class is optional and is composed of 2 MANDATORY parts, each one lasting 1h30 (class for French to English and class for English to French).



You will be tested during the first class to see in which group you will be in, based on your level. You will not be allowed to change group. The test cannot be taken at a later date. You need a B1 level in French in any case. The timetable will be given to you during Orientation.

→ Cours RI or “Support classes”

These courses are designed for our Bilateral Fee-Paying students. They are also open to ISEP students. The places are limited in these classes and you have been asked to pre-register for them at the time of application.

<https://www.univ-montp3.fr/fr/programmes-anglophones#COURSRIandSTUDENTGUIDE>

- Depending on your universities, some of these classes are “required classes”; you can sometimes take only “integrated classes” instead if you prefer and if your level in French allows it.
- Most of the *Cours RI* but not all of them are level-based. The level required to take them, if applicable, will be checked upon at the time of Application.
- These *Cours RI* do not grant ECTS because they are not part of a university degree. They give you credits, which are generally transferred by US universities 1 hour = 1 credit.
- These *Cours RI* are not available to students from Concordia University, Delhi University, Emory University, Hyderabad University, Pune University, University of Cape Town and University of Victoria.



Your final grade depends also on your attendance in class. Missing classes or arriving late will get you a lower final grade.

→ IEFE

- These courses are included in the ISEP Direct Program.
- If you are an ISEP Direct student see the website of IEFE (<https://iefe.www.univ-montp3.fr>)
- If your level of French does not allow you to take regular “integrated classes”, you have the option to take classes within the IEFE (French as a Second Language). There is a fee for those courses which is not included in the cost of your program.

→ Sports’ classes (among others, basketball, fitness, beach volley, boxing, dance, football (soccer), golf, rugby, yoga...)

As an exchange student, you can register with the SUAPS in 3 different kind of practice:

- 1/ When taken for credits, it is worth 2 ECTS with 23 activities proposed. The exam includes a theoretical part (8 points) and a practical part (12 points)
- 2/ When taken for leisure, there are no ECTS attached. It is subject to an annual fee
- 3/ Competition practice: the competition is open to students of all levels. Competitions take place during the week (mostly on Mondays and Thursday evenings). There are no ECTS attached.

Please see below to find out how to register

► REGISTRATION

AT PAUL-VALÉRY MONTPELLIER 3, WE WILL HELP YOU GO THROUGH 3 DIFFERENT REGISTRATIONS

→ The *inscription administrative* or *IA*.

When you arrive, you have to fill in a dossier for our office (bureau 02). You will then be registered at the university and obtain your student ID and student login. For that dossier, you need to bring:

- 2 ID pictures
- 1 copy of your passport
- 1 copy of your visa (with the stamp of the day of arrival)
- The *OFII* form, if you were given one by the Embassy.

→ The *Inscription dans les cours* is also known as *Inscription dans les groupes*.

This means you have to be enrolled in specific groups, at specific times, in the class of a specific professor. You will be given an **International student passport** that you will have to fill in with all the information for each of your courses (code, class title, teacher's name) and have it signed by each teacher for each class.

→ The *Inscription pédagogique* or *IP*.

You need to fill in our IP registration form – *fiche d'inscription pédagogique* no later than two weeks after classes have started, for the courses you have chosen and bring it to the 02 office. Please fill it in carefully with all the exact information required: title of the class, teacher's name, code, schedule, room number, ECTS and department. We will register you for these classes and you will have to confirm that everything is correct.



This procedure is necessary to be registered at the university, to be on the Professor's list and to be allowed to take your exams and get a grade. **You must inform us if any of this information changes.**

→ **Sports' classes:**

- If you want to expedite the process you should go and see your Doctor at home and bring a certificate*.
- We also ask you to notify us now if you intend to take a class for credits because there will be very little time in September if you want to be registered in a sports' class.

How to register?

- Go as soon as possible to the SUAPS at the beginning of the semester, as the groups quickly fill in. Click on the link below to consult the list of the different sports and how to register: <https://www.univ-montp3.fr/fr/sports-et-pratiques-physiques>

Bring the following documents to the SUAPS Office:

- Your student ID (from UPVM)
- *A medical certificate (*Certificat médical*) **of less than 3 months**. This certificate should be in French, but the certificate in English will also be accepted. You can obtain one from the *médecine préventive* just below the SUAPS Office on campus or from a GP. Your doctor must specify that you are "fit for sports". In French "*apte à la pratique sportive*". PLEASE NOTE that if the doctor indicates on the document which sports you can practice, you can only practice these sports
- 1 registration form to fill in (at the SUAPS)
- If you intend to take a class for leisure, bring with you about 25€ (check to the order of: Mme l'Agent Comptable de l'UPVM).

Having registered with the SUAPS also allows you to use the tennis court, the gymnasium and the dojo at the *CSU la Motte Rouge* but you need to bring your own material. It is located at the very top of Paul-Valéry, on Route de Mende. At the first roundabout, make a left and continue straight on for 5 minutes. The entrance is on the right, after the turn. You have the parking lot, and tennis court behind. There are also several public swimming pools in Montpellier. The one most accessible by tram is Antigone (station: place de l'Europe), it is also an Olympic one. http://www.guide-piscine.fr/herault/montpellier-23330_V

PLEASE NOTE FOR ALL CLASSES: you will not be able to drop/add classes after the due date. There is no withdrawal procedure after the Drop and Add period. Therefore, double check carefully that the codes of the classes are correct. Your signature on the *Contrat Pédagogique* will be final; it proves that you have checked your codes and your classes. No changes will be made once you have signed the document.

► EXAMS

To pass a course you need to take all the exams of all the classes that constitute a course, if more than 1. Please check with your professor what these exams are and do not miss any. An absence at a final exam means a 0/20 grade which will transfer as "ABI" (*Absence Injustifiée*). If you did not do well at one of your exams, you can go for the *Seconde évaluation* (retake session). Check with the department of the class for the schedule.

- Final exams take place during week 12 or during week after (*Examens gros effectifs*) of the semester.



PLEASE MAKE SURE YOU STAY IN MONTPELLIER UNTIL THE END OF ALL YOUR EXAMS.

If you are staying for the Fall semester only, you will not be able to go for the retake session, which happens in the Spring semester. If you think you may fail a class, please check with the professor about possible ways of improving your grade **BEFORE YOU LEAVE MONTPELLIER**. There won't be anything we can do if you have failed a class and have left Montpellier before the retake session.



You have to inform us if you have come to an agreement with your professor.

► ATTESTATIONS DE NOTES

The *attestations de notes* are a way for us to double check that your grade on the database and the grade given by the Professor are the same. You will pick up these forms at the office a few weeks before finals and give them to your professors. Your professors will fill them in and send them back to our office once they have graded your exams.

► TRANSCRIPTS

Your transcript will be sent directly to your home university or ISEP Central for ISEP student. They are never sent to the student directly.

► PROGRAM FEES

Some universities enroll their students in a fee-paying program and receive an invoice for the program fee that covers the August Pre-session and the *Cours RI*, as well as the payment of the room during the Pre-session.

What you have to pay for by the end of September (only for students taking the Fall Pre-session):

- Most of the students taking the Fall Special Program will have to pay directly to us the cost of the room during the Pre-session (about 460€). It has to be paid by wire transfer either from your French bank account or from your home bank account. Please check with your university to make sure who pays for the room, you or them;
- Some of the students have to pay for the Special Program directly to us; it has to be done by wire transfer either from your French bank account or from your home bank account. Please check with your university.



If you have to pay for both, the Pre-session and the room for the Pre-session will have to be paid separately. In any case, the bank transfer fees have to be paid by you so that the amount transferred fits exactly the cost of the room or that of the Program.

► CALENDARS

→ *Calendrier universitaire 2019 -20*

<https://www.univ-montp3.fr/fr/calendrier-universitaire>

→ *Calendrier des cours semestriels à l'IEFE 2019 -20*

<https://iefe.www.univ-montp3.fr/fr/iefe>

LIFE ON CAMPUS / VIE ÉTUDIANTE

→ **L’Imprimerie de Paul-Valéry**

Located on the campus, near the Bâtiment Ionesco. The *Imprimerie* is a prefab building at the top of the campus. You may have to go there to pick up a handout (*fascicule*) for some course work. Your teacher will let you know if you have to get one.

→ **YOOT**

YOOT is a cultural program, which offers student discounts on tickets for cultural events (movies, ballet, concerts, plays...). With this pass, many concerts will cost 5€ instead of 10€, your movie tickets will cost only 3.90€, and many other events will be cheaper (theater, opera...).

To subscribe you need to go to the website <https://yoot.fr/>

- Create an account on <https://www.messervices.etudiant.gouv.fr/envole/> (this website is very helpful for your student life in France)
- Pay 9€ on yoot.fr

You will then receive by mail the program of all the events.

→ ***Théâtre de la Vignette***

As an international student, you are welcome to participate in the theatrical workshops *Ateliers de Pratique Artistique* organized by the *Théâtre de la Vignette* on campus. This is reserved to Full Year students.

Many plays and events take place there. Check their program online! <http://theatre.univ-montp3.fr/>

→ **University cafeteria /Resto U.**

Your student card is also a means of payment (Carte IZLY) for the *restaurant universitaire* called *Resto U.* and the cafeterias on campus.

Visit the website for more thorough information about the way the Izly card works and how to use the cell phone application. <http://www.izly.fr>

INTERNET

→ ENT (*Espace Numérique de Travail*)

Once you have registered (AI) with Andrée Meyers at the UPVM, you will receive your student card. You will then need to quickly activate your login with your student card information: <https://app.univ-montp3.fr/ent/Validation>

With your student card, you can also borrow books at the library and take advantage of all the student discounts, available with your student ID.

As soon as you have registered, you will have access to your mailbox and having activated your account will allow you to:

- use the Wifi;
- check your grades;
- access the Moodle platform that some teachers use to post material for courses (similar to Blackboard in the US);
- get your registration certificate (*certificat de scolarité*);
- communicate with your Professors and the Office of International Relations through the university email;
- access the information on student life and orientation.

→ Wireless Connection and Wifi

-At the University:

- For a short while after your arrival, you will not be registered at UPVM. During that time, we will provide you with a temporary login and password.
- After your registration, you will then be able to use the wireless by logging in on your ENT web page: <https://casv3.univ-montp3.fr/casv3/login?service=https://monupv.univ-montp3.fr/uPortal/Login>

-At the *Cité U. (dorms)*, your room is equipped with an Internet connection (Wifirst). Here is the procedure:

- Get a connection code from your residence's front desk.
- Connect to the network of your residence (by Wifi or by the Ethernet cable depending on your building).
- Launch your web browser, and load the page smartcampus.wifirst.net.
- Key in your connection code (an 8-character code given by the manager of your residence) and follow the instructions!

You are now connected to the Internet. Enjoy your fast Internet access provided by SmartCampus!

PROCEDURES OUTSIDE UPVM / PROCÉDURES HORS UPVM

→ **OFII** (*Office français de l'intégration et de l'immigration*)



If “*Dispense temporaire de carte de séjour*” is written on your visa, the following information does not apply to you.
If this is not the case, you should have been given an OFII form along with your Visa at the French Embassy.

The process is done online on this site:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

You must bring:

1. Your passport with the visa and the stamp of entry into the territory.
2. Your card (Visa, Mastercard or CB) OR a previously purchased tax stamp (*timbre fiscal*).

The following information will be required:

- Visa number
- Validity date of the visa
- Date of issue of the visa
- Reason for the visa (*Etudiant*)
- Name, first name, family situation, telephone number, address in France of the student.
- Tax stamp number (*timbre fiscal* if previously purchased)

At the end of the procedure, the purchase of the 60€ tax stamp (*timbre fiscal*) can be done online if you have a credit card (Visa, Mastercard or CB).

If you cannot buy his tax stamp (*timbre fiscal*) online, you can buy it in a *Tabac Presse*.

After the procedure, you will receive by email:

- Connection identifiers
- A summary of the situation
- Proof of payment
- Instant confirmation that your long-stay visa (*VLS*) has been validated. This certificate must be stapled to the passport.



It is impossible to register the procedure and pay later. The data will be lost.

→ **Dorms / Cité universitaire (Cité U)**

If you need a place to stay for one night before settling in, during the summer, or for visitors, the dorms have a selection of rooms that can be rented for single nights (21,50 €/night). You can make a reservation online:

<http://www.crous-montpellier.fr/actualite/bed-crous-reservez-logement-flexibilite/>

Documents required from you by the Cité U:

- 3 ID pictures;
- RIB (*Relevé d'Identité Bancaire*) of your French bank account.
Given by the bank when your bank account is open;
- Certificate of Housing Insurance, also delivered by the bank;
- You can also see with the MEP with their IWIF plan
- French cellphone number (as soon as you have one)

Documents that must be filled out upon arrival:

- Registration form;
- *Etat des lieux* or Check in / Walkthrough document (with the cleaning staff).

-ISEP Direct students will be lodged in a studio at Vert-Bois:

<http://www.crous-montpellier.fr/logement/cite-universitaire-vert-bois>

-ISEP Exchange students will be lodged in a *chambre rénovée confort* at Vert-Bois.

-The other Exchange students will be lodged at Triolet or Vert-Bois according to availability.

Check In / Check Out (Walkthrough)

Make an appointment with the cleaning staff of your building to make the *état des lieux* (check in or walkthrough) within 10 days after arrival (we strongly advise you to do it as soon as possible). The cleaning staff will give you the *état des lieux étudiant* form. **Do not lose it**; this form is necessary for your check out.

Bed Linens

The *Cités U* (dorms) will provide you with blankets, pillows, sheets, only for the first 3 weeks. Then you will have to buy your own, unless you brought them with you.



This may seem futile, but toilet paper is not provided by the Cité Universitaire.

Kitchen

You need to bring your own pots and pans; no equipment is available in the dorms' kitchen.

→ Departure from the dorms and Safety Deposit Refund

Departure dates

- Please give your departure dates from Montpellier to Andrée Meyers or to the assistants as soon as you know them.

BEFORE YOU LEAVE THE CITE U.:

You must make an appointment called *Etat des lieux* (check out or walkthrough) with the cleaning staff in charge of your building at least 10 days before you leave the *Cité U*. whether you leave during or outside office hours.

- **Before the appointment**: your room must be clean and empty. If not, cleaning fees will be charged (20€/hour). Other fees may also apply if something is missing or has been damaged. These fees will either be withdrawn from your safety deposit or you may be asked to pay those fees directly in cash the day you leave the *Cité U*. Otherwise they will be charged to your account at your home university.
- **After the appointment if you leave during office hours**: the cleaning staff will give you an *état des lieux* document. You then have to go to the dorm's office (*secrétariat*) during office hours with this document and the keys to your room.
- **After the appointment if you leave outside office hours**: you have to meet with the cleaning staff and they will confirm if everything is ok. You then have to leave your keys at the front desk.



Do not forget to give back your room keys. No keys, no reimbursement, and a key penalty as well! You obviously will not be able to get back in once you have left the *Cité U*. Do not hesitate to go to the *secrétariat* if you have any questions or even just to check you are up to date with all the procedures.

Your CAF, if applicable, has to be up to date. Last payment should be beginning of May. Remember that you are on your own concerning that matter since it is not our responsibility to deal with it.

SAFETY DEPOSIT REFUND

- You have to pay your rent until May 31st even if you leave earlier (CROUS regulations). Do not pay your last 2 months' rent by check. If you do so, the *Cité U.* may NOT reimburse your safety deposit.
- **You MUST leave your BNP Paribas bank account OPEN.** The *Cité U.* may not be able to reimburse you on the day you leave. It is not a bank, they may not have money in the office. Your refund can only be deposited into your BNP Paribas bank account. You will have to check regularly your online account to see if you have been reimbursed. Only then will you be able to close your bank account **online** provided you have activated it.
- If by mistake you have closed your BNP Paribas bank account before being reimbursed, the CROUS accountant will send the money to your home country bank. Please note that this procedure can take up to 10 to 12 months. Contacting the *Cité U.* or the CROUS will be your responsibility.

→ BNP Paribas Bank (8, rue de Maguelone, Montpellier, 34000)

The BNP Paribas allows students coming for even only 1 semester to open a bank account at their agency in Montpellier.

Opening a French bank account is **compulsory** for ISEP Exchange students but any students coming with our programs can do it (procedures done with the help of the Bureau 02). It enables you:

- to receive your stipend if you are an ISEP-Exchange student;
- to be able to pay in € by debit card during your stay (a checkbook is not recommended, but the bank grants you the use of one check free of charge if you want);
- to have a very cheap housing insurance (It is mandatory for your *Cité U.*, host family and private apartments);
- to have a liability insurance.

To open your bank account go to the bank with:

- your valid passport and visa
- proof of housing (landlord, host family, dorms)
- school certificate (certificat de scolarité from UPVM)



Make sure you keep at least 10€ on your bank account to cover the fees that will be automatically withdrawn from your account.

Approximately one week after signing your bank contract, you should receive by post the PIN code for your debit card. You will then need to go to the bank to pick up your debit card. You will also receive a 6-digit code to access your online account.

It is **compulsory** to activate your account because it is only through this platform that you will be able to request your bank to close your account at the end of your stay.

PLEASE CHECK THIS INFORMATION WITH THE BANK

To close your bank account:

This operation can ONLY be done once you are sure you do not have any pending transactions (money deposit, safety deposit reimbursement, bills to pay, cellphone plan, CAF, checks, etc.).

If you do NOT expect any more money on your BNP Paribas account

- Empty your account before your departure
- Log onto your BNP Paribas online account
- Send an email through the platform to your personal counselor requesting the closure of your bank account.



- ATM do not deliver bills under 10€

If you are STILL WAITING for money to be deposited in your BNP Paribas account

- Do NOT close your account before leaving! You will do it online once all the transactions have been done.
- Check your account online regularly to make sure all the money you were waiting for has arrived or that all your debts have been paid.
- If you still have money on your French bank account, transfer it to your US account. Once the transfer has been done, you can proceed to closing your account (see instructions above).

→ BNP Paribas housing insurance

Closing your housing insurance:

The BNP Paribas will explain this to you on the day you sign your contract, but here is a list of what they will need:

- your contract number
- the ending date of your housing stay
- the *états des lieux de sortie* from the *Cité U.*, if you're staying in dorms.

→ La CAF (Caisse d'allocations Familiales)

In France, some people can have access to an *aide au logement* (housing allowance). You may be eligible for an *aide au logement* if you:

- Are a full year student;
- Have asked for a definitive *numéro de Sécurité sociale*;
- Have had, or will have, done the OFII online procedure.

You have to:

- Fill in a dossier. To do so, you need to go to www.caf.fr and click on the left side: *faire en ligne votre demande d'aide au logement*. Be careful that you select the form for the students. Then, download the form under the statement *vous n'êtes pas allocataire*.
- Fill in the form **very precisely and without forgetting any forms or documents provided**, because then the dossier will take much longer to be examined.

*Only full months are taken into account by the CAF. You will not get the CAF for the month of June and, in some cases, maybe not for the month of September.



It is not the responsibility of our office to help you with the CAF, so please be sure you will be able to take care of it by yourself before starting the application.

HEALTH / SANTÉ

→ Health Insurance

Students who will study in France for 1 semester or 1 year MUST take health coverage (*couverture santé*).

Here are the ways to do it, starting with the easiest ones:

- Purchasing a French private insurance with the MEP with whom we have been working for many years now. The IWIF insurance for foreign students allows them to choose their coverage period as well as their reimbursement rate 70% or 90% at real costs. The students will advance inexpensive fees and will be reimbursed either on a French bank account or on a bank account of their country of origin, (a transfer fee will be charged). If you choose to purchase this insurance (IWIF), here is the link to their website: <https://www.iwi-f.com/en/> and their online procedure. Students can also meet the staff of the MEP accompanied by one of our student assistants.
- Providing proof of insurance purchased in the student's country of origin, which clearly confirms health insurance and civil liability (first name, last name, repatriation, date of coverage which include the duration of your mobility). Students will have to advance the fees and will be reimbursed by their home insurance.
- Joining the CPAM. An online procedure will activate the affiliation. This procedure, which will be done by many French students, will be heavy, and require a lot of documents and time. Students can only be reimbursed on a French bank account and for semester students possibly only after their mobility, which would mean keeping the French bank account open until the last refund. The CPAM will reimburse you up to 70% of the costs incurred.

→ Doctors

It is preferable, for a first visit to a general practitioner, to present the form *Choix du médecin traitant*. You will find this document in your welcome pack. During your stay, your *médecin traitant* is the one who:

- Treats you regularly. He is the first person you consult for advice on your health, who ensures that your medical follow-up is optimal;
 - Guides you through the process of coordinated care. He is your privileged interlocutor, he informs you and puts you, if necessary, in contact with other health professionals (other specialist doctors, hospital doctors...);
 - Knows and manages your medical file. It centralizes all information about your care and health status. He keeps your medical file up to date (test results, diagnoses, treatments...).
- ***
- First you fill in the box *identification de l'assurée et du bénéficiaire*;
 - Bring it with you so he can fill in his part: *identification du médecin traitant*;
 - You will present to your doctor the *Attestation d'affiliation de la MEP or the CPAM*;
 - After the examination, go to the pharmacy if you need to and, with your *ordonnance*, you will probably have nothing to pay (except for specific medication that is not reimbursed).
 - You will have to go through your doctor if you need to consult a specialist (exception: dentist, gynecologist, ophthalmologist, stomatologist, psychiatrist or neuropsychiatrist (for the follow-up of young people under 26).

Where should I go for a doctor?

You can go to any *médecin généraliste* (GP) in town. You can find below some addresses, but the list is not exhaustive. You can also find a doctor by yourself if you want to. Be careful that appointments have to be made with some doctors, and sometimes there are just walk-in hours.

Docteur Bruno Dubois De Vogel, 04 67 63 55 44. Bâtiment B Square Boutonnet, 372 route de Mende – 34090 Montpellier. Closed on weekends.

Docteur Margaret Dubois, 04 67 79 02 82, 25 avenue Saint Lazare – escalier C, 1er étage – 34000 Montpellier. This doctor speaks English. Closed on weekends.

Docteur Christophe Prunaret, 04 67 54 17 71, 12 rue du Faubourg Boutonnet (no appointment needed, closed on Thursdays, Saturdays and Sundays).

You can also find a doctor a hospital or *clinique* with this link: <http://ameli-direct.ameli.fr/>

What should I do if I need to go to the hospital for an emergency?

- **1** / if you are with the MEP, this *Mutuelle* will cover all up to 90% or 100% of the medical expenses;
- **2**/ if you have taken out an insurance from your home country, you will either have to pay the medical expenses and home insurance will reimburse you later, or you will have to put your insurance in relation with the French hospital;
- **3**/ if you have chosen to register at the CPAM, you will be reimbursed up to 70% **only on your French bank account**.

→ La médecine préventive at the university and Counseling

Medical services can also be found on campus (near the *Maison des Etudiants*). You can go there whenever you need to, free of charge for nutritional or psychological counseling or to get a *certificat médical* that will be required if you do sports at the university.

You can also find more information on counseling and therapy in English on the following website:

<http://montpellier-psychologue.fr/>

LIFE IN MONTPELLIER / VIVRE À MONTPELLIER

→ Tam

Tam is the name of the public transportation company in Montpellier.

The pass for people under 26 years old is 30€/month (instead of 55€/month). It allows you to take all the trams and buses at any time. You need to reload your card every month at any tram station or at the TAM Office (in front of the train station Saint-Roch).

To subscribe to a pass, you need to go to the Tam Office with:

- your passport;
- 5€ for the card and 30€ to pay the first month.

It is also possible to pay 196€/year, if you are a full year student. However, be careful that you will have to pay for an entire year, so if you are not in Montpellier for both semesters, this rate is not recommended.

If you do not plan to take the tram very often, you can only buy tickets (1.60€) or cards for 10 rides (10€). You can buy them directly at any Tram station.

→ Office du Tourisme

You can find there any information regarding the city of Montpellier and the area: what to see, what to do... they have maps and good info.

30 Allée Jean de Lattre de Tassigny

34000 Montpellier

04 67 60 60 60

From Monday to Saturday: 9:30 am to 6:00 pm

On Sundays: 10:00 am to 5:00 pm

<http://www.ot-montpellier.fr/>

→ Associations

There are many associations in Montpellier in sports, arts, community and environment, among others. They organize a *Fête des Associations* on one of the first Sunday in September in the Antigone district. Do go, it is worth it and may give you many contacts!

<http://assos.montpellier.fr/2898-annuaire-des-associations.htm>

There are also many student associations on campus. You can find more information at the Maison des Etudiants:

<https://www.univ-montp3.fr/fr/maison-des-%C3%A9tudiants>

→ The Beach

To reach the beach, you need to go to the train station Saint-Roch (Tramway 1 or 2). At the station, take tramway 3 to *Pérols Etang de l'Or* (be careful, they do not all go there).

Then, at *Etang de l'Or*, a bus will take you to the beach. The ticket is the same on the tram and on the bus. There are buses every 5 or 10 minutes during the summer.

It will take you about 45 minutes to reach the beach.

You can also go by bike, information at the Tourist Office.

→ Grocery Stores

Several grocery stores are available downtown or near the university.

- Carrefour City: 5 minutes from the university, this Carrefour is very useful when you live in Vert-Bois or Triolet: when you are in front of the LCL bank, turn left (right is to go to the tram), and continue straight for 5 minutes. The Carrefour will be just in front of you at the next crossroad;
- A Carrefour Market, bigger and cheaper than the Carrefour City is available in the same street. When in front of the Carrefour City, turn left on *Avenue de la Justice de Castelnaud* and walk for about 15 minutes straight;
- On the *Place de la Comédie*, you have a Monoprix. It is very expensive, but very convenient when downtown;
- 10 minutes from the *Comédie*, you have another Carrefour City, *Place Alexandre Laissac*. From the *Comédie*, walk down the *Boulevard Hugo* and cross the Laissac esplanade.
- For a big supermarket, go to the terminus of Tramway 1 Odysseum. At the very last station, you have a big mall and a big supermarket: *Géant Casino*.

→ Malls

- Downtown, you have the mall *Le Polygone*, which you can reach from the *Place de la Comédie*.
- In Odysseum, you have a big mall, on the terminus of Tramway 1, direction Odysseum.

You can find there many shops and an Ikea, if you need furniture. You can find a Decathlon, where you can buy sportswear and all kind of materials.

→ Movie Theaters

There are several Movie theaters in Montpellier. Most of them are around *La Place de la Comédie* (tram 1 to Odysseum, station: *Comédie*), otherwise there is a multiplex at Odysseum.

- *Gaumont Comédie* on the *Place de la Comédie*;
- *Le Diagonal Cinéma*, behind the Monoprix, rue de Verdun. They have a good selection of movies in original versions;
- *L'Utopia*, near the university, on the right side of the LCL Bank, on avenue du Docteur Pezet. This theater is very cheap and sometimes projects some old movies. They have a good selection of movies in original versions. <http://www.cinemas-utopia.org/montpellier/>
- *Gaumont Multiplexe*, at Odysseum. But be careful, movies in dubbed French versions!

→ Post Offices

The easiest one to access:

- From the *Cité U. Triolet*: turn right when leaving Triolet, at the roundabout, continue on the left side and on Joseph Anglada street. Walk 5 minutes and turn left on rue Adrien Proby, the post Office is just there;
- Downtown, you have a post Office on the *Place de la Comédie* (after the Independence Burger);
- Next to the *Place Albert 1er*, from the tram station, take the street with the plane trees, *avenue Bouisson Bertrand*. The post Office is on this street;
- Downtown, you have a post Office on the *place des Arceaux* (the square under Romanesque arches below the Peyrou garden);
- In the *quartier des Beaux-Arts* (next to the Corum), you have a post Office *rue de la Cavalerie*.

→ Rental bikes

You can rent bikes at Vélomag Tam downtown, in 56 *Velostations*

(http://www.tam-voyages.com/presentation/?rub_code=1&thm_id=24&gpl_id=&part_id=).

TRAVELS & MISCELLANEOUS / VOYAGES & DIVERS

→ Cell phone

The French operators are:

- Orange (at the Polygone or rue de la Loge)
- SFR (at the Polygone or rue de la Loge or at Odysseum),
- Free (just before the entrance of the Polygone)
- Bouygues (at the Polygone or rue de la Loge or at Odysseum).

You can buy a cell phone and/or a SIM card at any of these places and also at The Phone House (just before the entrance of the Polygone or of the Odysseum), which is maybe the easiest.

You can buy any kind of cell phone from any French operator (except Free) or use any SIM card from any French operator. However, we recommend that you take a prepaid cell phone (SIM card) instead of a plan, just because it will be easier for you to pay as you go instead of rescinding your contract at the end of your stay. For the prepaid cell, it will cost about 35€ to buy the phone. Then, you buy a prepaid rate in any *Bureau de tabac*, it goes from 5€ to 50€ (a number and a code are given.)



Please, give us your cell phone number, mailing address and room number (*Cité U.*) as soon as possible and upon any change.

→ ID photos

You will need to provide several photos (*Cité U.*, our office, the Bank...etc.) You need to find a *photomaton*. There is one inside the University, in the university library. You can also go to *Copie Conforme* (1444 route de Mende). To go there from the main entrance of Paul-Valéry, you need to follow the Route de Mende on the left side of the university and when you arrive to the roundabout, it is on your right, where you have several shops. *Copie Conforme* is not the first photocopy shop, but the second one, behind the other shops. Ask for *photos d'identité*. There is also another photocopy shop at the entrance of the University (on the right when you arrive on campus).

→ Photocopies

You have many places where you can make photocopies. Near the university, the cheapest place is *Copie Lettres* (in front of the University) at 142 Avenue du Val de Montferrand, 34090 Montpellier.

To make photocopies on any photocopier on campus, you can use your IZLY student card (approximately 0.6€ euros for 1 copy). The easiest is inside the university library.

→ Travel

Schengen Area:

Most of the European countries are part of the Schengen area:

[Austria](#), [Belgium](#), [Czech Republic](#), [Denmark](#), [Estonia](#), [Finland](#), [France](#), [Germany](#), [Greece](#), [Hungary](#), Iceland, [Italy](#), Latvia, [Lithuania](#), Liechtenstein, Luxembourg, Malta, [Netherlands](#), [Norway](#), [Poland](#), [Portugal](#), [Slovakia](#), [Slovenia](#), [Spain](#), [Sweden](#), [Switzerland](#)

It means that your passport and visa will not necessarily be checked at their borders.

However, other countries of the European Union or close to Europe, such as the United Kingdom, Switzerland or Northern Africa, are not part of the Schengen area.

To travel to these countries, your passport and visa will be checked. If you are required to do the OFII procedure online to obtain your visa but did not do it, it is possible that you will not be able to go to these countries or come back from these countries.

→ Embassies and Consulates

During your stay, if you lose your passport or if you have any judiciary issues or other matters regarding your citizenship (elections for instance), please contact the embassy or consulate of your home country.

Consulat des Etats-Unis
12 Boulevard Paul Peytral
13006 Marseille
04 91 54 92 00

Ambassade d'Australie
4, rue Jean Rey
75724 Paris Cedex 15
01 40 59 33 00

Ambassade d'Inde
15 rue Alfred Dehodencq
75016 Paris
01 40 50 70 70

Ambassade d'Afrique du sud à Paris
59 Quai d'Orsay
75343 Paris Cedex 7
01 53 59 23 23

Ambassade des Etats-Unis
2 Avenue Gabriel
75008 Paris
01 43 12 22 22

Ambassade du Canada
Services consulaires
35, avenue Montaigne
75008 Paris
01 44 43 29 02

Consulats du Canada
présents à Lyon, Nice et
Toulouse.

→ Emergency Numbers

You are witnessing an emergency on Paul-Valéry campus, you have to:

- Dial 04 67 14 23 67 between 7:00 am et 8:00 pm
- Dial 04 67 14 24 75 after 8:00 pm.

You can also:

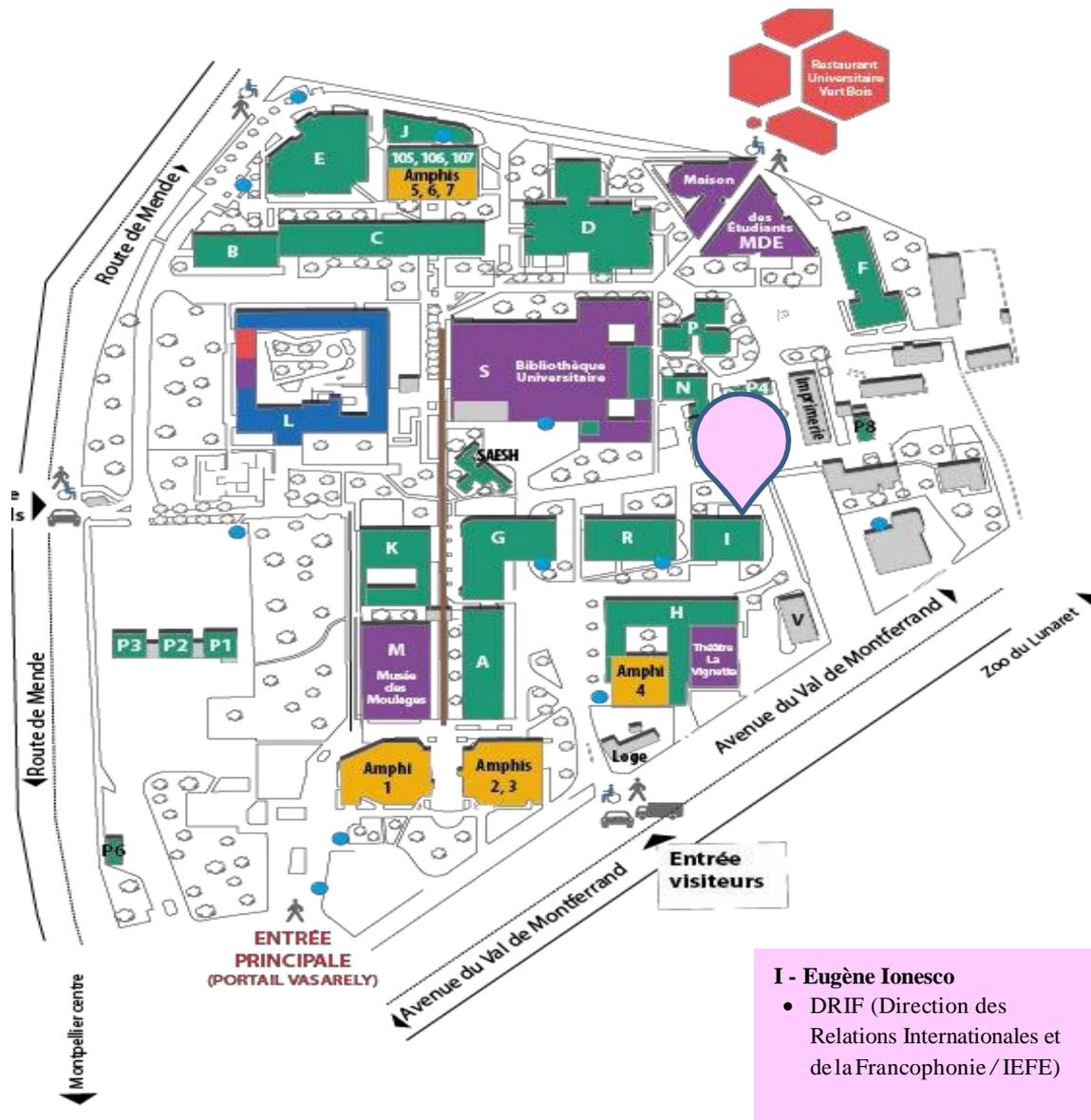
- Dial 15 (Ambulance), 11, 18 (Firemen), 112 (Emergencies) or 17 (police).

Nom	Téléphone
Numéro d'urgence européen	112
Pompiers	18
Urgences Médicales / SAMU	15
Police	17
Centre antipoison	04 91 75 25 25 ou 04 61 49 33 33 ou 15
SOS Médecins	04 67 72 22 15
Pharmacie de garde	32 37

Nom de la structure	Spécialité	Adresse	Téléphone
Hôpital Lapeyronie	S.O.S Mains replantation	371, av. du Doyen Gaston Giraud - 34295 Montpellier Cedex 5 Tram 1 Arrêt Lapeyronie	04 67 33 95 04
	Traumatologie/Orthopédie (secrétariat pôle os et articulations)		04 67 33 87 26
Clinique Clémentville	S.O.S Mains (24/24)	25 rue de Clémentville - 34070 Montpellier	04 67 067 067
CHRU Arnaud de Villeneuve	Gynécologie	371, av. du Doyen Gaston Giraud - 34295 Montpellier Cedex 5 Tram 1 Arrêt Lapeyronie	04 67 33 64 24
	Dentaire		Dentiste de garde: 04 67 73 95 76
Clinique du Millénaire	Imagerie médicale (radio, IRM, scanner, échographie...)	Boulevard Pénélope - 34960 MONTPELLIER Cedex 02 Tramway Ligne 1 Arrêt Place de France Horaires : Semaine: 8h-19h / Samedi: 8h-12h Urgences 24h / 24h	04 99 53 61 61

Clinique Saint Jean	Institut du pied	36, avenue Bouisson-Bertrand - 34 093 Montpellier CEDEX 5 Tram ligne 1 Arrêt Stade Philippidès ou Albert 1er (puis marcher 200m)	04 67 58 05 70
	SOS Genou		04 67 61 20 02
Hôpital Saint-Eloi	SIDA, Hépatites, IST, Dépistage anonyme et gratuit	80 av. Augustin Fliche - 34 295 Montpellier Cedex	04 67 33 69 50
Planning Familial	Contraception – test de grossesse – suivi gynécologique – dépistage du VIH et des Infections sexuellement transmissibles. Les consultations médicales sont précédées d'une discussion collective sur les questions de sexualité.	48, Bd Rabelais - 34000 Montpellier	04 67 64 62 19
Maison médicale de garde	Prise en charge plus rapide pour les soins courants. Elle accueille tous les soirs de la semaine et les week-ends les patients ne relevant pas d'une prise en charge hospitalière. Ouverture: 20h à minuit en semaines, de midi à minuit le samedi, de 8h à minuit le dimanche et les jours fériés.	2 rue des tourterelles - 34090 Montpellier Tram ligne 2 Arrêt Aiguelongue	09 66 95 55 17
Maison Médicale Paul Valéry (à dix minutes à pied de l'UPV)	Si vous avez besoin de consulter un médecin généraliste, un nutritionniste, un dermatologue, un gynécologue, un psychiatre, chirurgien-dentiste, planification et éducation familiale...	271 Allée Bon Accueil - 34090 Montpellier	04 67 52 02 76
Hôpitaux et cliniques disposant d'un service d'urgences 24 / 7	Hôpital Lapeyronie	Urgences médico-chirurgicales	04 67 33 81 67
		Urgences Psy	04 67 33 22 93
		Prise en charge de la brûlure en urgence	04 67 33 82 25
	Hôpital Gui de Chauviac 80 av. Augustin Fliche	Urgences « tête et cou »	04 67 33 77 90
		Urgences ophtalmo	04 67 33 79 26
	Clinique du Millénaire	Boulevard Pénélope - 34960 Montpellier Cedex 02 Tramway Ligne 1 Arrêt Place de France	04 99 53 63 73
	Clinique Saint Jean	36, avenue Bouisson-Bertrand - 34 093 Montpellier cedex 5 Tram ligne 1 arrêt Stade Philippidès ou Albert 1er (puis marcher 200m)	04 67 61 20 30
Clinique Saint Roch	43 Rue du Faubourg Saint-Jaumes - 34000 Montpellier	04 67 61 88 00	

MAP OF THE CAMPUS



I - Eugène Ionesco

- DRIF (Direction des Relations Internationales et de la Francophonie / IEFÉ)